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Memorandum

TO : Registrar/TR

DATE: 6 March 1964

FROM : Chief, External Training Branch, RS/TR

SUBJECT: Weekly Activities Report No. 9
2 March - 6 March 1964

1. The next Mid-Career Course in Foreign Affairs (20 April - 10 July) has been canceled. [REDACTED] is reviewing a staff study that recommends lengthening the course to a total of five months. The course will probably begin on 3 August.

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2. [REDACTED] will be transferred to the Office of the Chief, TSD, effective 9 March. Mr. John [REDACTED] is the new Training Officer.

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3. The Office of Logistics has enrolled a [REDACTED] employee in the Senior Officer Counterinsurgency Course, Fort Bragg, beginning 12 April. The OL Security Officer is most anxious to avoid an incident. We have put him in contact with [REDACTED] and [REDACTED] and have promised to let him know of any Agency employees who will be at Fort Bragg during this time.

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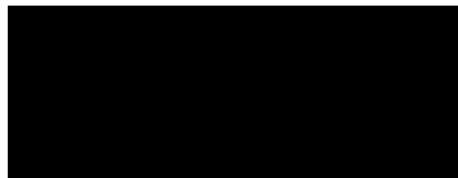
4. We have begun a most belated housecleaning exercise with the return of [REDACTED]. She will act as a trouble shooter and work exclusively on the delinquent list. [REDACTED] will, for the time being, continue to do the routine travel. I have submitted a Form 73 to enroll [REDACTED] in the first available Travel Procedures course.

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Memorandum

TO : Registrar/TR

DATE: 9 March 1964

FROM : C/AIB/RS/TR

SUBJECT: Weekly Activities Report No. 9
2 - 6 March 1964

I. SIGNIFICANT ITEMS

None

II. OTHERS

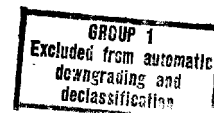
25X1A9a A. AIB completed the information on about 45 non-Agency programs for [REDACTED] use. The information included a summary of each program and names of Agency employees who had attended within the past three calendar years.

25X1A9a [REDACTED] R/TR, and C/ETB on Friday, 6 March, to discuss the non-Agency courses to be listed in the OTR Catalog. At this meeting it was agreed which courses would be designated as needing action by the Training Selection Board.

25X1A9a B. On Thursday, about noon, [REDACTED] TO/EE, requested approval to put an EE girl into the Operations Familiarization course. It was the only request of the week to add a candidate to the course. All matters of a medical approval, security briefing, badging, photographs--after checking with [REDACTED] to determine acceptance of another woman in the course--were completed by Thursday afternoon and the necessary papers were pouched [REDACTED] for Friday morning delivery.

25X1A9a C. The third portion of the April Midcareer course will be given in Broyhill from 11-22 May. C/AIB has observed the usual procedure of assigning Introduction to Intelligence and Introduction to Communism to Room 803 to accommodate the 55 to 60 enrollments. Introduction to Intelligence is scheduled 11-22 May. [REDACTED] C/IS, has approved C/AIB's recommendation to assign the course to a 35-capacity room here at Broyhill. Neither of the two rooms at Headquarters is available. We will note the/ in the next Bulletin for Training Officer's information.

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SUBJECT: Weekly Activities Report No. 9 (cont.)

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The Intelligence Review course (to be given in 1A-13 Headquarters from 30 March - 10 April) has a very low enrollment. C/AIB talked with [REDACTED] about keeping an eye on registrations up through the 13th of March and if necessary then putting out a Special Bulletin on the 16th to remind Training Officers of the availability of the course. C/IS approves of this.

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The DTR has approved the recommendation of C/SIC to take the Anti-Communist Ops course of 6 April into the Headquarters building. In trying to set the program into one of the two rooms available it was necessary for [REDACTED] to arrange to open the course one week later and to run it three weeks instead of four. AIB has notified Training Officers of the new dates, 13 April to 1 May.

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D. AIB's work in connection with adjudicating and processing language awards applications for eight of the twenty-eight people who initiated tests before 1 August 1963 is complete. The awards money, if all are approved by the CS Career Board, will amount to \$3825. We have no test results awaiting our action. All we have received have been acted on either in terms of an award or a notification of ineligibility of an award. We do understand, however, that of the 28 remaining, 13 applicants indicated that the tests were taken to determine level of skill; 15 (including one on [REDACTED] who is in an unawardable status) have indicated the test is to be a basis for an award. Awards to the fifteen, we expect, will not exceed the FY 64 amount budgeted for remainder of awards.

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E. [REDACTED], DC/Qualifications Analysis Branch/OP, expressed his need to C/AIB for a copy of the Agency Training Record (ATR) which lists all employees in alphabetic order and shows internal and external training (with some exceptions such as covert training, Commo training, that of OS, etc.). QAB's need for this is in updating bio profiles. On Thursday we sent [REDACTED] a copy of the latest (as of 31 December 1963) listing of the ATR. We plan to discuss later the matter of QAB's being put on distribution list for the quarterly updating.

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We also provided [REDACTED] with information on Agency personnel who had taken selected (14) operational courses. [REDACTED] wanted the information to respond to a qualifications request from [REDACTED] of [REDACTED]

GROUP 1
Excluded from automatic
downgrading and
declassification

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SUBJECT: Weekly Activities Report No. 9 (cont.)

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F. A second inquiry was made of C/AIB as to whether or not women may attend the next running of the Midcareer course. Since C/AIB is not in a position to answer this question she referred it to [REDACTED] who reported an affirmative.

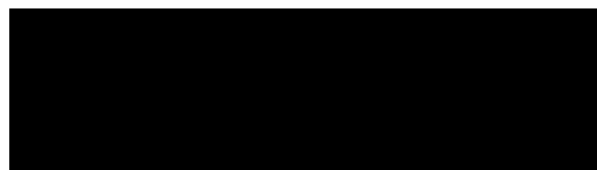
G. The January-February issue of the OTR BULLETIN finally hit the street. Its lateness was partly our fault and partly caused by a delay at the printing plant. The next issue will be a combined March-April issue and we hope to have it out around the first of April.

H. We made an attempt to organize a Training Officers Orientation. After getting DTR's and the School Chief's approval of a tentative schedule, we called about 10 Training Officers' who have not had the orientation. Of those called, only two could make it. However, most of the others expressed interest in having the orientation at an early date. We will try again in April.

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I. Weekly Attendance. 2-6 March -- 437 persons attended 75 internal OTR courses or programs.

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